



NOVEMBER 14, 2018

Re: 18ITB101818-DRR, LEASING & PURCHASING OF FLEET VEHICLES

Dear Respondent(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 18ITB101818-DRR, LEASING & PURCHASING OF FLEET VEHICLES.

Except as provided herein, all terms and conditions in the 18ITB101818-DRR referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

18ITB101818-DRR, LEASING & PURCHASING OF FLEET VEHICLES
Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and **modifies** the original ITB documents as noted below:

Attached hereto are responses to questions submitted in reference to the above ITB solicitation.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned bidder acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the quote due date and time **NOVEMBER 20, 2018 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2018.

Legal Name of Bidder

Signature of Authorized Representative

Title

QUESTIONS REGARDING 18ITB101818-DRR, LEASING & PURCHASING OF FLEET VEHICLES:

- 1) Is there a mileage cap per month or is the bid for unlimited miles on leasing the units?

Response: Yes, the City will use the standard mileage cap for all lease vehicles (7k, 10k or 12K) per year; the City will agree to use which ever one best meets the needs of the City.

- 2) I know the scope says 1 year as needed? Not sure what that means. Does that mean you don't want all units upfront? We will order these to spec for you. My question is if we were to win bid and order all the units will you take possession of them all for 1 year?

Response: The City will have an agreed upon date of delivery once the contracts have been fully executed by both parties.

- 3) I also have questions about the insurance. This document says the contractor will add City of Stockbridge as additional insured. If you lease the units the City will have to be primary and add us as additional insured?

Response: No. The City has its own insurance and will have full coverage on all leased vehicles during the duration of the lease vehicles contract. Only if required, the City will only add the title owner of the leased vehicles and that vendor will be added as an additional insurer.

- 4) Clarification needed:
On pg 45 Section 5. Title refers to Escape SEL. But Attachment 2, pg 50, Bid Pricing page Line 4 reads Escape Titanium. I assume the City wants the SEL, but need to make sure.

Response: The City is requesting the Ford Escape Titanium which is indicated in the pricing section of the bid; however, in the scope of services it is listed incorrectly as a Ford Escape SEL.